

**BY ORDER OF THE COMMANDER
AIR FORCE SUSTAINMENT CENTER**

**AIR FORCE SUSTAINMENT CENTER
INSTRUCTION 36-105**



12 MARCH 2015

Personnel

EMPLOYEE RECOGNITION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication establishes the Air Force Sustainment Center (AFSC) Engineering and Technical Management Directorate's (EN) recognition program and outlines procedures to acknowledge employees for their significant actions/accomplishments. AFSC/ENRW is the Office of Primary Responsibility (OPR) for the awards program. AFSCI 36-105 is applicable to all AFSC/EN Staff Office personnel and scientists/engineers (S&E) at the various operating locations (OL). Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

Updates changes to quarterly/annual awards programs; the Science and Engineering awards; and outlines the roles and responsibilities under the new AFSC construct.

1. Background. AFSC has many outstanding, dedicated employees who consistently strive for excellence in the performance of their duties. These award programs are established to allow supervisors to recognize and reward deserving individuals or teams. Employees/Teams/Company Grade Officers (CGOs)/S&Es who achieve superior accomplishments that contribute to the quality, efficiency, or economy of government operations should be nominated for these awards. Eligibility is defined within each specific award description.

2. Quarterly Awards.

2.1. AFSC/EN Staff Office Employee/Team of the Quarter.

2.1.1. Eligibility. All employees within AFSC/EN Staff Offices, regardless of operating location.

2.1.2. All nominations for Employee/Team of the Quarter (E/TOQ) must be submitted through the respective division chief to the AFSC/EN Awards mailbox. Nominations will be submitted in a Word document, in bullet format, and must be between 5-10 bullets in length (Attachment 2). The team awards will be submitted through the team lead's division chief.

2.1.3. All supervisors who have nominations will submit them to their appropriate division chief by the 1st working day of the month (Jan, Apr, Jul, Oct) following the close of each calendar year quarter. Nominations for this award shall be based upon accomplishments during that quarter.

2.1.4. The division chief will select no more than two nominations, in any category (team or employee), to be submitted to the AFSC/EN Awards mailbox for each quarter. Nominations will be submitted to the AFSC/EN Awards mailbox by the 10th working day of the month (Jan, Apr, Jul, Oct) following the close of each calendar year quarter. All nominations require division-level coordination.

2.1.5. The AFSC/EN Awards Manager will forward the nominations to the AFSC Director/Deputy Director for selection of E/TOQ. One winner will be selected in each category (EOQ and TOQ).

2.1.6. The winners will be recognized with a Time-Off Award of 8 hours or equivalent pass for military. A certificate will be presented to the employee/team at an AFSC/EN Director's Call or in their assigned work area. Recognition of the award will be posted on the AFSC/EN Sharepoint site and on the base marquee.

2.2. **CGO of the Quarter.** Nominations are submitted through site-specific procedures.

3. Annual Awards.

3.1. AFSC/EN Staff Office Employee/Team of the Year Award.

3.1.1. Eligibility. All employees within AFSC/EN Staff Offices, regardless of operating location.

3.1.2. Nominations for this award shall be based upon accomplishments during the calendar year. The division chief will select no more than two nominations, in any category (team or employee). Team awards will be submitted through the team lead's division chief. Nominations will be submitted in a Word document, in bullet format, and are limited to one page in length (Attachment 3).

3.1.3. E/TOY nominations should be received in the AFSC/EN Awards mailbox by 31 January.

3.1.4. Nominations will be forwarded to the AFSC/EN Director/Deputy for selection of winner. One winner will be selected in each category (EOY and TOY).

3.1.5. The winners will be recognized with a Time-Off Award of 16 hours or equivalent pass for military. A certificate will be presented to the employee/team at an AFSC/EN Director's Call or in their assigned work area. Recognition of the award will be posted on the AFSC/EN Sharepoint site and on the base marquee.

4. Site-Specific Awards. All AFSC/EN Operating Locations are able to implement award programs for their specific locations. Any awards listed in this section are programs currently in place at the site listed after the award name.

4.1. Scientist/Engineer and Scientist/Engineering Team of the Quarter (Tinker only).

4.1.1. Scientist/Engineer and Scientist/Engineering Team of the Quarter (SEOQ/SETOQ) Award nominations must be submitted through the respective wing/directorate to the AFSC/EN Awards mailbox. All AFSC-Tinker civilian and military S&Es are eligible to be nominated. SETOQ nominations must consist of a minimum of two S&Es. Nominations for this award shall be based upon accomplishments during the quarter. Use AF Form 1206, Nomination for Award, to submit nominations (Attachments 4 and 5). Each nomination will cover the specified quarter and will be limited to 10 lines within three headings. Headings will be: Operational Impact, Innovative Improvements, and Customer Focus.

4.1.2. The AFSC/EN Awards Manager will send out a data call each quarter to the appropriate workflow accounts requesting submissions. All AFSC-Tinker wing/directorates will submit nominations to the AFSC/EN Awards mailbox by the 10th working day of the month (Jan, Apr, Jul, Oct) following the close of each calendar year quarter. The wing/directorate commanders will select one nomination per category to be submitted to the AFSC/EN Awards mailbox for each quarter.

4.1.3. The Awards Manager will forward the site wing/directorate nominations to the Senior Engineering Council (SEC) for selection of the winner.

4.1.4. The winners will be recognized with a Time-Off Award of 8 hours or equivalent pass for military. A certificate will be presented to the employee/team at the next SEC or in their assigned work area. Recognition of the award will be posted on the AFSC/EN Sharepoint site and on the base marquee.

5. Annual Science and Engineering Awards.

5.1. Annually, in the fall, the AFSC/ENRW Awards Manager will send out a data call to all S&E organizations within AFSC. This data call will ask for nominations for awards that fall under the Science, Engineering and Technical Management (SETM) Awards (ref AFMCI 36-2808), Science and Technology (S&T) Awards (ref AFI 36-2843), and S&E Acquisition awards under the Annual Acquisition Awards Programs (ref AFI 36-2835). These awards provide recognition for the many contributions and dedicated service of our S&Es during the calendar year.

5.2. Each Wing/Directorate can submit one nomination per category. Exception: Complexes can submit two nominations per category (one from SMXG and one from any of the other groups).

5.3. Nominations will be submitted in electronic format using the guidelines/criteria set forth in the specific award AFI or AFMCI. Special attention should be paid to eligibility criteria.

Nominated members must be current in Acquisition Professional Development Program (APDP) certification and Continuous Learning Point (CLP) requirements.

5.4. Package criteria is based upon the specific award requirements. Refer to the specific instruction for details. Of note: Award period is 1 Jan - 31 Dec. Teams are limited to 25 members. Make sure to include team lead in list of members.

5.5. Nomination packages must be approved by division chief/OL Director before submission.

5.6. Awards Managers from each site will convene a panel to score/rank all nominations from their respective sites. Only the nomination packages of the site winners will be submitted to the AFSC/EN Awards Manager.

5.7. AFSC/EN Awards Manager will upload all nomination packages to a Sharepoint site. AFSC panel members, consisting of the three EN Site Directors, will review/score each nomination. Winning package from each category will be the AFSC winner and will be sent forward to compete at the AFMC level.

5.8. Timeline: S&E Awards process will follow the tentative timeline set forth by the AFSC/EN Awards Manager (Attachment 6).

5.9. Recognition.

5.9.1. AFSC Awards Manager will work with AFSC/CC staff to plan/hold a recognition ceremony for AFSC-level winners. Each site will participate in the recognition ceremony via video teleconference (VTC). AFSC winners will receive a trophy, certificate, and either a 24-hour Time Off Award or a monetary award of \$900 for individuals or \$2,500 for a winning team (not to exceed \$600 for each team member).

5.9.2. Site Awards Managers will plan/hold a site S&E Awards ceremony. These ceremonies will recognize S&Es from all Centers on the respective bases. Site Award Managers will work with Point of Contacts (POCs) from each Center on site to obtain nominations. Each Center can submit only one nomination per category. Ceremony specifics are left to the discretion of each site director, however award categories will consist of those identified in Attachment 7.

6. Records. Awards Managers will maintain all awards packages for one year.

CHARLES M. GAONA, Lt Col, AFSC/EN
Deputy Director, Engineering and Technical
Management Directorate

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-1004, Managing the Civilian Recognition Program

AFI 36-2835, Annual Acquisition Awards Programs

AFI 36-2843, Science and Technology Awards

AFPD 36-28, Awards and Decorations Programs

AFMCI 36-2808, Science, Engineering and Technical Management Awards

TAFBI 36-2801, Enlisted and Company Grade Officer Recognition Awards Program

Attachment 2**AFSC/EN EMPLOYEE OF THE QUARTER****Figure A2.1. AFSC/EN Employee of the Quarter**

EMPLOYEE'S NAME:

ORG:

POC:

- Nomination must be in bullet format; limited to 5-10 bullets
- Spell out all acronyms the first time they are used
- Check spelling and punctuation

Attachment 3

AFSC/EN EMPLOYEE OF THE YEAR

Figure A3.1. AFSC/EN Employee Of The Year

EMPLOYEE'S NAME:

ORG:

POC:

- Nomination must be in bullet format; not to exceed one page
- Spell out all acronyms the first time they are used
- Check spelling and punctuation

Attachment 4

TINKER SCIENTIST AND ENGINEER EMPLOYEE OF THE QUARTER

Figure A4.1. Tinker Scientist and Engineer Employee of the Quarter

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NOMINATION FOR AWARD

AWARD	CATEGORY (If Applicable)	AWARD PERIOD
Tinker Scientist and Engineer Employee of the Quarter	Engineer	
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	MAJCOM, FOA, OR DRU	
	AFMC	
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>OPERATIONAL IMPACT:</p> <p>INNOVATIVE IMPROVEMENTS:</p> <p>CUSTOMER FOCUS:</p> <p>Limited to 13 lines including headings. No bold or italicized type is allowed.</p>		

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Attachment 5

TINKER SCIENTIST AND ENGINEER TEAM OF THE QUARTER

Figure A5.1. Tinker Scientist and Engineer Team of the Quarter

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U.S. AIR FORCE

NOMINATION FOR AWARD		
AWARD	CATEGORY (If Applicable)	AWARD PERIOD
Tinker Scientist and Engineer Team of the Quarter	Team	
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	MAJCOM, FOA, OR DRU	
Team Name	AFMC	
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
OPERATIONAL IMPACT:		
INNOVATIVE IMPROVEMENTS:		
CUSTOMER FOCUS:		
Limited to 13 lines including headings. No bold or italicized type is allowed.		

NUM

Attachment 6**TIMELINE FOR AFSC SCIENCE & ENGINEERING AWARDS
(ALL DATES ARE TENTATIVE)****Figure A6.1. Timeline for AFSC Science & Engineering Awards (All Dates are Tentative)**

1 Oct	– Send out data call to AFSC S&E organizations
12 Nov	– Suspense for nomination packages to be returned to EN
19 Nov	– Nomination packages to panel for review/scoring
10 Dec	– Panel submits scores to awards manager
12 Dec	– Begin review/fine tuning of winning packages (format, spelling, etc)
9 Jan	– Completion of review process
1 Feb	– AFSC SOCCER due
11 Feb	– AFMC SOCCER due
Mar	– Recognition ceremony with AFSC/CC

Attachment 7

SITE SPECIFIC S&E AWARD CATEGORIES

Figure A7.1. Site Specific S&E Award Categories

<u>Award Category</u>
<u>Junior Military Scientist/Engineer</u> Recognizes technical contributions to the research, development, sustainment, testing and advancement for AF weapons systems. Nominees must hold an engineering or science duty AFSC and have less than 6 years of Scientist/Engineering experience.
<u>Mid-Career Military Scientist/Engineer</u> Recognizes technical contributions to the research, development, sustainment, testing and advancement for AF weapons systems. Nominees must hold an engineering or science duty AFSC and have between 6 to 16 years of Scientist/Engineering experience.
<u>Senior Military Scientist/Engineer</u> Recognizes technical contributions to the research, development, sustainment, testing and advancement for AF weapons systems. Nominees must hold an engineering or science duty AFSC and have greater than 16 years of Scientist/Engineering experience.
<u>Junior Civilian Scientist/Engineer</u> Recognizes technical contributions to the research, development, sustainment, testing and advancement for AF weapons systems. Nominees must hold an engineering or science occupational series and have less than 10 years of Scientist/Engineering experience.
<u>Mid-Career Civilian Scientist/Engineer</u> Recognizes technical contributions to the research, development, sustainment, testing and advancement for AF weapons systems. Nominees must hold an engineering or science occupational series and have between 10 to 20 years of Scientist/Engineering experience.
<u>Senior Civilian Scientist/Engineer</u> Recognizes technical contributions to the research, development, sustainment, testing and advancement for AF weapons systems. Nominees must hold an engineering or science occupational series and have greater than 20 years of Scientist/Engineering experience.
<u>Chief Engineer</u> Recognizes noteworthy application of leadership skills that significantly aided organizational effectiveness and customer satisfaction in systems engineering management or test and evaluation. Nominees must hold an engineering duty AFSC or occupational series and be in positions of Chief Engineer, Technical Director, or Director of Engineering (functional staff or program office). Nominees must occupy a Critical Engineering Position to qualify.
<u>Technical Management</u> Recognizes outstanding contributions or achievements in support of the SE&TM community. Nominees must be working in Production, Manufacturing, Quality Assurance, Data Management, Configuration Management, Operational Research, Test and Evaluation, Program Management, Analysis, Mathematics, Research and Development, or Environmental, Safety & Occupational Health.
<u>Technical Management Team</u> Recognizes outstanding team contributions or achievements in support of the SE&TM community. Team members must be working in Production, Manufacturing, Quality Assurance, Data Management, Configuration Management, Operational Research, Test and Evaluation, Program Management, Analysis, Research and Development, or Environmental, Safety & Occupational Health.
<u>Engineering Technician</u> Recognizes outstanding contributions or achievements in support of the SE&TM community. Nominees must be working in an engineering technician occupational series (0802, 0856, 0895) or equivalent duty AFSC.
<u>Career Achievement</u> Recognizes continuous outstanding performance of a federal science/engineering civilian employee. Nominees for this award must have at least 15 years government service in an SE&TM supporting function. Accomplishments are to highlight the nominee's <u>career</u> , not just the current calendar year.
<u>Reservist/IMA</u> Recognizes technical contributions to the research, development, sustainment, testing and advancement for AF weapon systems. Nominees must hold a science/engineering officer duty AFSC.
<u>Support</u> Recognizes non-managerial personnel who support the SE&TM community. Nominees must meet the "support" definition and be the grade/rank of GS-13/Major or below: Individuals working in non-engineering/non-technical management AFSCs or occupational series working in Human Resources, Financial Management, Manpower Management or Administration.

The Art of The Possible - Engineering Award

Recognizes an outstanding AFMC engineer in the rank/grade of Major/GS-13 or below. Nominee must illustrate how resourcefulness was used to make or encourage significant contributions in solving technical engineering problems.

Outstanding Engineering Team Award

Recognizes an engineering team, consisting of at least two engineers, whose contributions have achieved significant cost savings due to new or enhanced processes, increased mission capabilities, or substantially increased performance life cycles.

Workforce Development Award

Recognizes a strong advocate for recruiting, retaining, developing and effectively managing the military and civilian scientific and engineering workforce.

Exemplary Junior Military Engineering Award

Recognizes a company grade engineering officer with less than 7 years of total active commissioned service. The award focuses on exemplary dedication and contribution to the AF through advancements in technology development or significant improvement through re-engineering projects.

Outstanding Scientist - Team

This award recognizes the efforts and achievements of the top USAF scientist(s) who make noteworthy and/or significant contributions to technology and/or solving technical problems in sustainment, testing, training, or advancement of AF weapon systems. The team may be comprised of all levels of experience and employment: AF commissioned officer (Active Duty, Reserve, IMA), AF government civilians, and support contractors.

Engineering Achievement: Given for noteworthy achievements in engineering resulting in new applications of existing, mature technology (TRL 5 or greater) or improved design of components, subsystems, or complete systems for the AF. Achievements should be linked to specific AF missions.

Most Promising Systems Engineer of the Year

Recognizes personnel who make outstanding contributions to the United States Air Force in the area of Systems Engineering within the construct of the acquisition process. Presented to members of the Air Force's professional workforce who have at least a Bachelor of Science degree in a Science, Technology, Engineering or Mathematics (STEM) field, and who contribute to the Air Force's continuing advancement in capabilities critical to executing its mission in air, space, and cyberspace (i.e., this is not functional, AFSC, or occupational series-specific; it is open to Air Force personnel in other career fields).

Outstanding Science and Engineering Educator

This award recognizes the efforts and achievements of the top USAF instructor in the science and engineering fields whose contributions and performance best characterize the principles of excellence in science and engineering education. AF military members (active duty), and civilians, all AF specialty coded and occupational series, involved in some form of scientific or engineering academic instruction, may compete for this award.